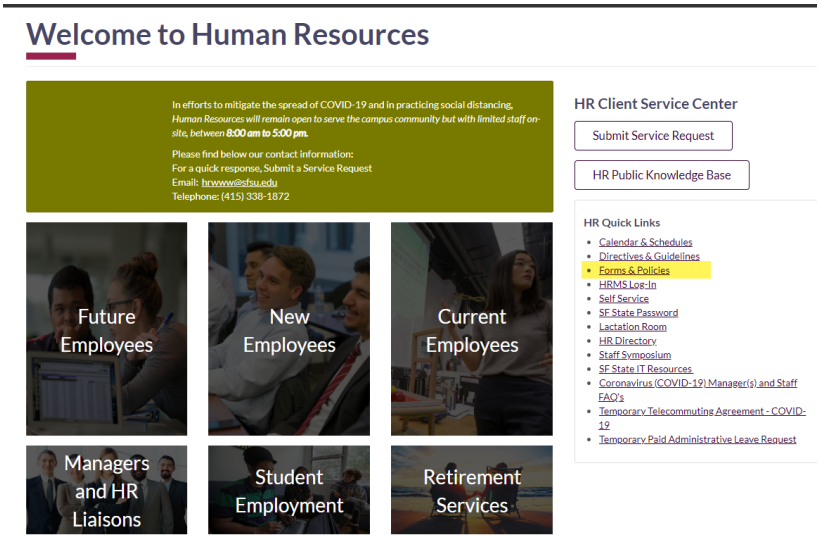
BENEFIT ENROLLMENT DOCUSIGN PROCESS

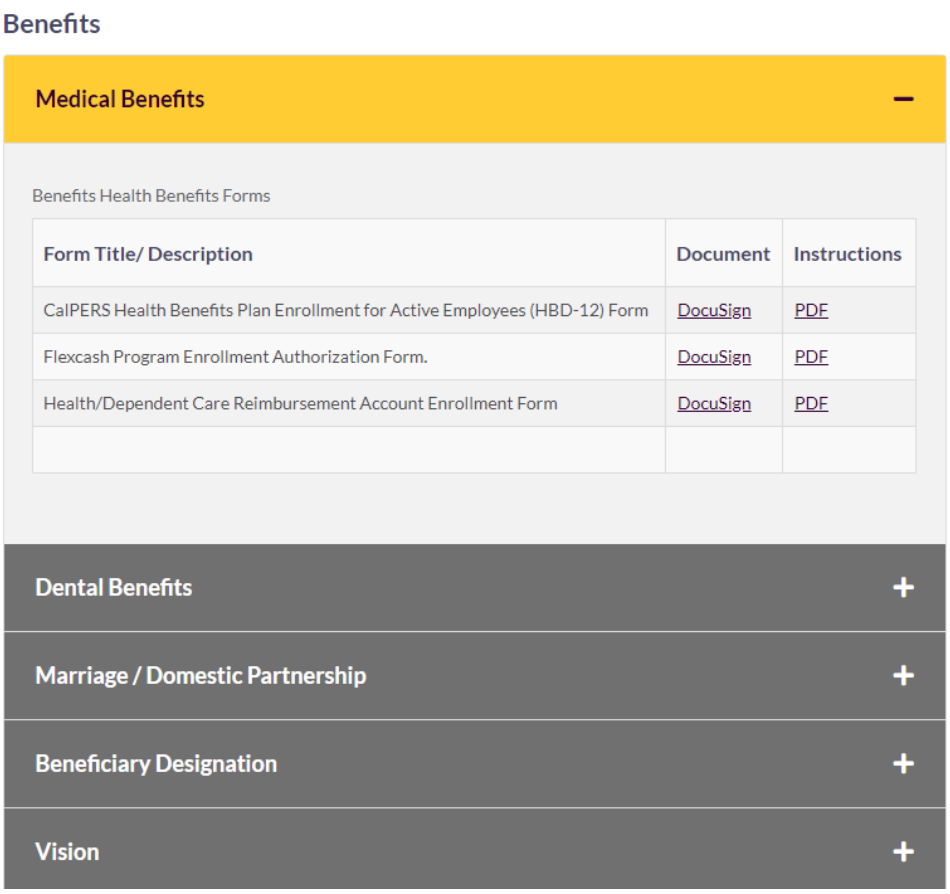
(Applies to all listed documents)

1. Go to Human Resources website:

   a. Select the "Forms & Policies" under "Quick Links (right hand menu).



   b. Scroll to "Benefits" section



BENEFIT ENROLLMENT DOCUSIGN PROCESS

(Applies to all listed documents)

c. Select any of the below DocuSign forms:

i. Medical Benefits

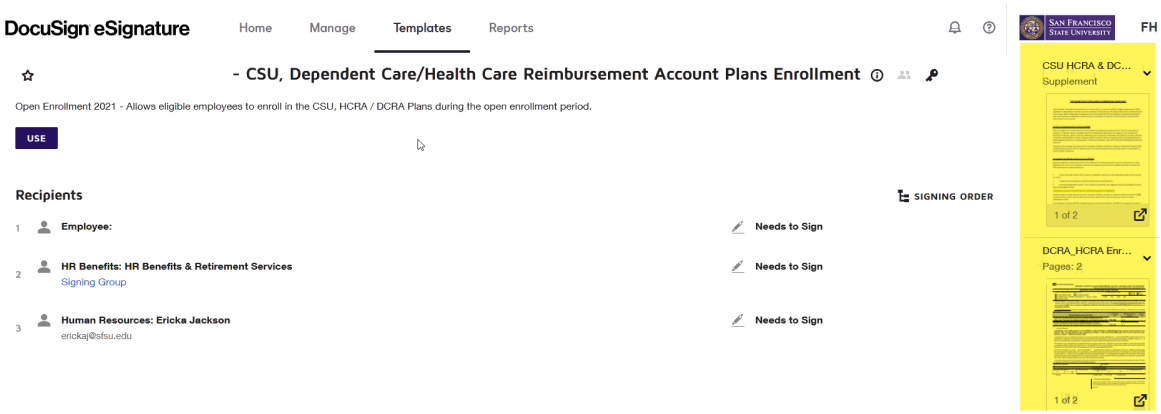
1. CalPERS Health Benefits Plan Enrollment for Active Employees (HBD-12)
2. Flexcash Program Enrollment Authorization To enroll in the Flexcash Program
3. Health/Dependent Care Reimbursement Account Enrollment Form

ii. Dental Benefits

1. CSU Dental Plan Enrollment Authorization (CSU 692)

2. Log into DocuSign with your SF State credentials and Duo Authentication

3. The selected form will open (**Do not select forms on right Highlighted below). These forms are read only.**

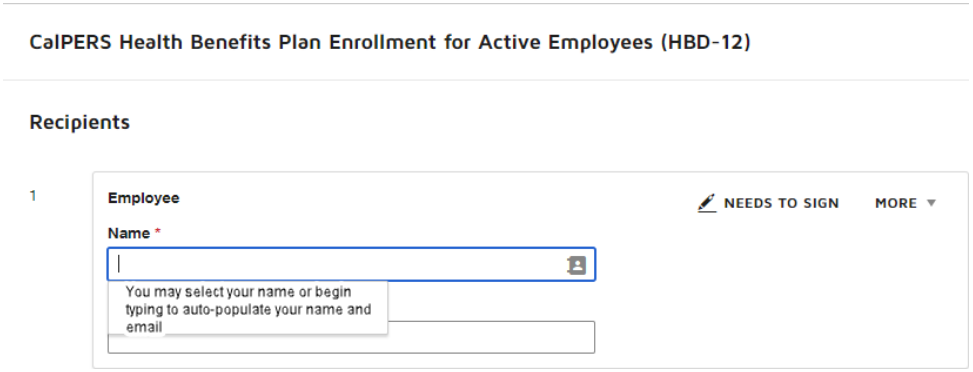


4. Select "Use" to open form

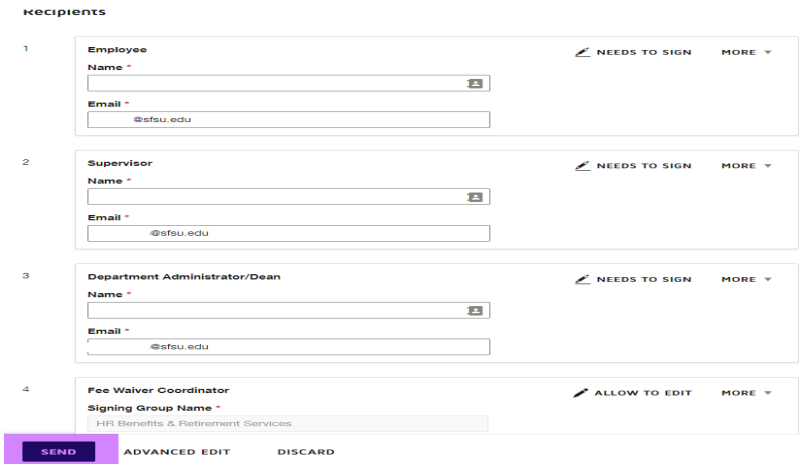
BENEFIT ENROLLMENT DOCUSIGN PROCESS

(Applies to all listed documents)

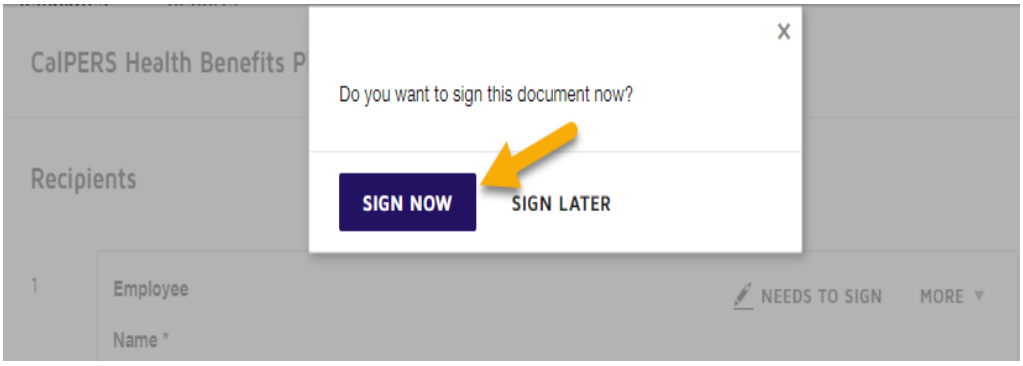
5. Complete your signature routing **(Employee Section Only) by entering your name**:



6. Select "Send" (**There is no need to enter any other recipients**)



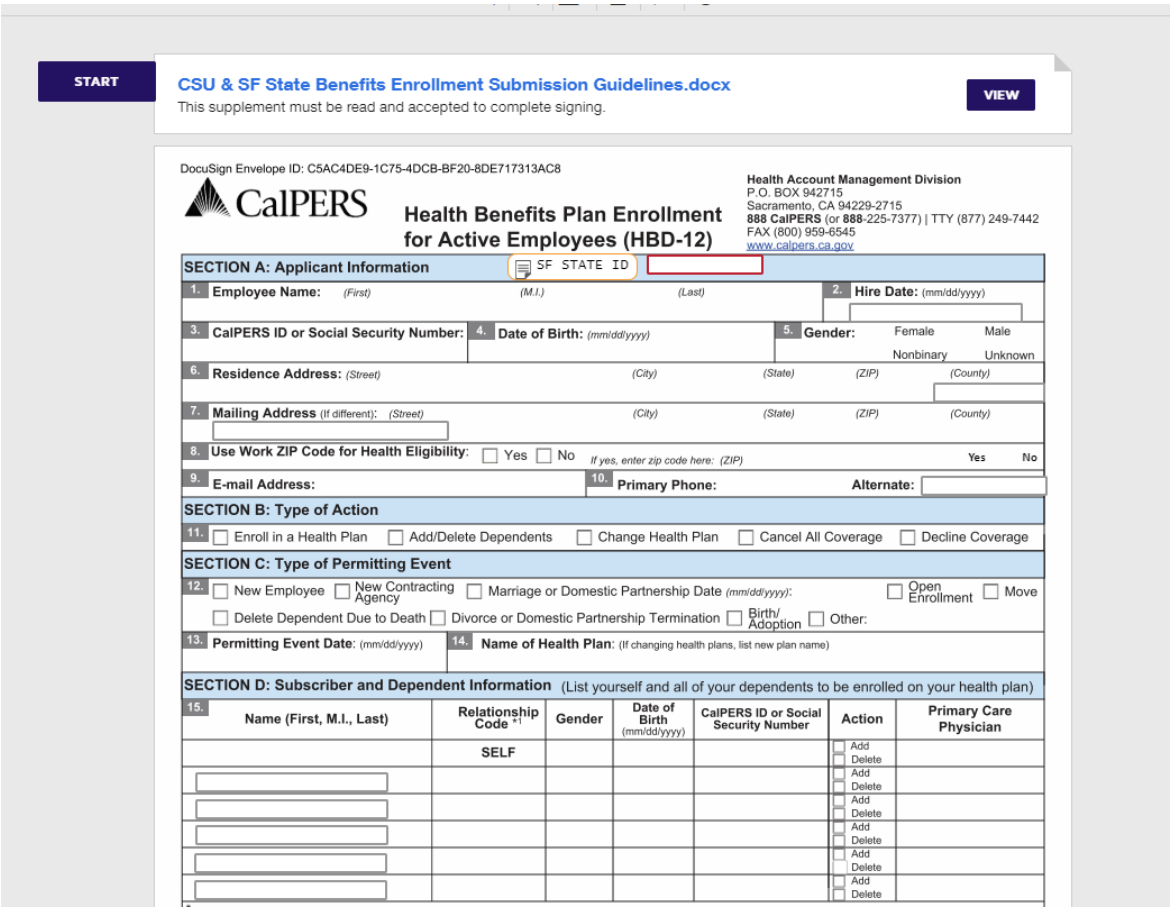
7. Select "Sign Now"



BENEFIT ENROLLMENT DOCUSIGN PROCESS

(Applies to all listed documents)

8. Select “Continue”. Document will open. **Enter your SF State ID to open required fields. You will be required to view and accept all guidelines.**



9. Complete & Sign (If you do not have an electronic signature on file, you will be prompted to create one.

10. Select “Finish”. The document will route to the authorized individuals / departments.

11. Upon completion of all signatures, the employee will receive an email notification and will be able to download for their records.